

TASKINGS FROM DAN, 11/16/84

- ✓ C/DAS 1. Wang. Dan feels we might be missing the boat as far as making information about the Wang system available not only to the users but also to the managers (e.g., info about glossaries--the one on the Configuration Control Board and one that's being set up on property accountability). The next time he has a biweekly, Dan would like Lorraine to come in and discuss. Also would like an item of interest on this subj. Wants this an MBO at IMSS level.?  
 ✓ DO BIWEEKLY + ITEM OF INTEREST
- STAT 2. Overseas PCs. Dan wants a briefing on this subj to be set up at a biweekly the first week in Dec -- general briefing by [ ] also, info on [ ]
- STAT 3. LIMS. Dan wants [ ] to talk w/him about LIMS -- where we're going; specifically, the procurement module and the whole funding issue (including overruns and delayed scheduling). We're to set up w/Frankie some time next Mon or Tues. Dan also wants Bob to look into possibility of some part of the LIMS group relocating [ ] -- in an unclassified mode if possible. Maybe the QA or testing people. There's a space problem in the building, and room has to be made for the Contract Administration Branch of PD. However, Dan cautioned against mentioning this to any of the people who might be affected, since it might cause difficulties at this point.
- STAT 4. LIMS (?). Dan asked Tony to find out whether the V-P is below or above [ ] (?) in position/rank.
- STAT 5. Service Center, HQ Bldg. Find out from HOME (maybe [ ]) why H O M E can't be used for the phone nr. of the trouble desk. Dan was going to ask Neil when he sees him at 4 p.m. today.

WORK COPY  
 USED 1/16 NOV MTG  
 WITH D/L

CANDIDATE OFFICE OBJECTIVES FOR FY 1985  
DISCUSSED AT AIRLIE PLANNING CONFERENCE

New Building Project Office

- DA By the end of FY 1985, gain approval for and institute commuter shuttle bus service between Headquarters and the Rosslyn and/or Ballston Metro station(s). Combine this action with an aggressive advertising campaign to maximize employee utilization of this service.

Information and Management Support Staff

- A. Obtain DDA approval for and assume from ODP the COTR responsibility for all Agency Wang equipment - ODP would continue to provide technical approval on all Agency word-processing equipment acquisitions, but OL would assume the responsibility for all administrative functions related to Wang acquisitions, installations, deinstallations, contract renewals, maintenance issues and maintain the centralized records on property accountability.
- NO
- B. Develop, within OL, a BASIC (Wang) analytical/programming capability.
- NO

Personnel and Training Staff

- DDA Student Intern Program - Develop a student intern program in conjunction with local universities that would permit an individual to work part-time for a specified period in a field related to his/her course of study and earn credits toward graduation. Such a program would augment OL's existing co-op program and provide a greater recruiting emphasis in the metropolitan Washington area schools.

Procurement Management Staff

- OL Propose that a study of our CIA procurement system be performed by a qualified outside contractor. The last such study was comprehensive in nature and was performed by the firm [redacted] This study was objective and resulted in major changes to the CIA procurement system, which has vastly improved responsiveness on the part of our procurement system. It is now 18 years since that study was performed and many changes, both internal and external, have occurred. We believe that it is time for a new objective, neutral look at our procurement system. A draft of a Statement of Work has already been provided to the Director of Logistics informally.

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Security Staff

- OL Update the Standard Security Procedures for Contractors security manual dated 01 May 1979. Effect changes in security requirements, where appropriate, and update the various forms contained in the manual.

Headquarters Operation, Maintenance, and Engineering Division

- DDA A. Identify a specific orientation, training, and "public relations" campaign that will enhance the personnel and service oriented image of the Office of Logistics.
- Part of NBPO objective on new bldg. construction B. Complete Phase I of a multi-phased Integrated Logistics Support System to cover the maintenance and operation (M&O) of the Headquarters complex, including the new building.
- milestone is in the MBO on new Building Construction*

Printing and Photography Division

- DDA A. To explore and research available and emerging methods for improved document dissemination and accountability. This objective seeks to increase numbering capability for classified documents and to provide customized control of information for selected "executive" level distribution.
- DDA B. To conduct an Agency-wide survey of publications, printing, duplicating, photographic and graphic requirements in order to determine changes in requirements, which will impact the division with the opening of the new building, and changes in requirements due to technological advances and trends.
- DA C. To upgrade existing computer-graphic interfaces to enable P&PD designers to electronically capture and enhance original graphic designs produced by customer in VM-type terminals.

Real Estate and Construction Division

A.

OL

[Redacted Box]

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renovate space of  square feet for the Office of Communications. In addition to basic renovations, this contract includes building-wide security and safety upgrades.

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3. It should be noted that renovations paid for by the OL are for Government-standard items such as drapes, carpet, paintings or other items which are associated with the occupancy in a normal office environment.
4. RECD will continue to work with prospective customers to determine their requirements and provide the full range of RECD services as required.

NO B. Seek a Policy Statement From the DCI to Provide for Direct Leasing of All Real Property for Agency Use

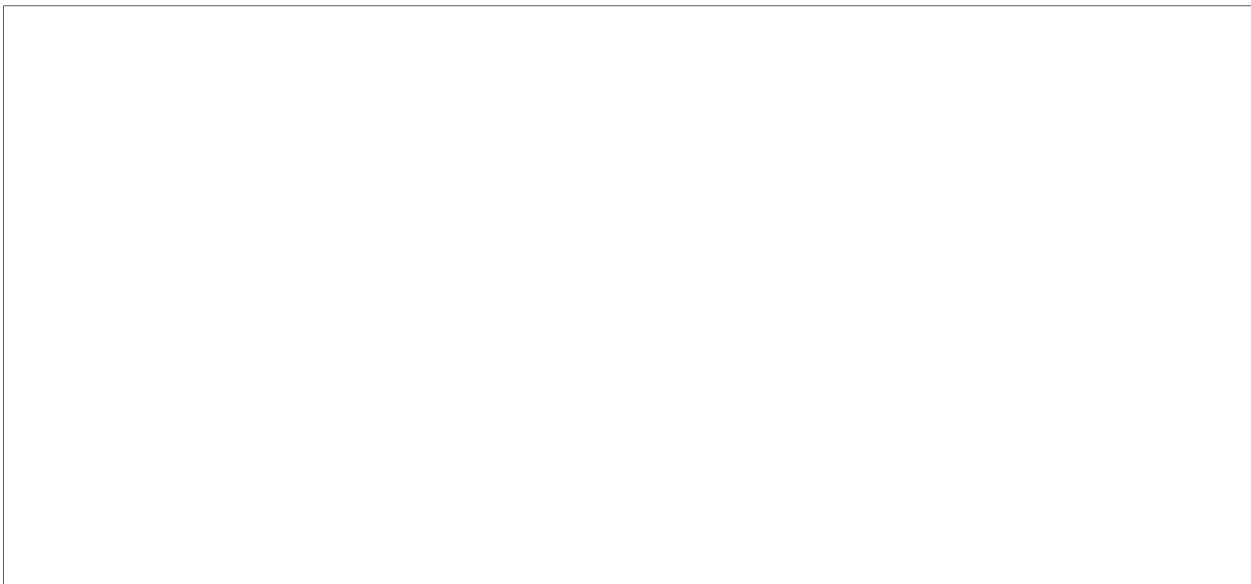
Section 8 of the CIA Act of 1949 provides that the Director may acquire land; construct facilities; and rent, repair and maintain buildings. For many years the CIA, as have other Government agencies, looked to GSA to provide these services. This appeared to be the natural way of proceeding since GSA is designated as the primary Government agency for providing these services. However, as in several other areas where the Agency has been involved with GSA for support, we have found that it is not as responsive as we would like. Several years ago, in an effort to improve response time, the Agency was given a Delegation of Authority by GSA to lease up to 5,000 square feet of space. Despite the CIA Act of 1949, there now exists a well-established precedent for the Agency to levy its real-estate requirements on GSA.

In order for the Agency to be as responsible as it must to support its operational mission, an effort should be made to clarify in a policy position the Director's authority under the CIA Act so that in the future all acquisitions of real estate can be made directly by the Agency.

The purpose of this initiative will be to secure from the Director a policy position which asserts his

authority to do so under the Act. This effort will require the presentation of a policy paper to the DCI with the coordination of the OGC.

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D. Direct Office of Logistics Recruiting and Hiring

DA To provide OL with top-quality personnel interested in  
P & TS logistics as a career.

E. Logistics Strategic Infrastructure

NO



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DA F. Improve commercial and Agency transportation systems for  
NBPO getting employees to and from work

NO G. Study Consolidated Logistics Center

Bring together all of the Office of Logistics into a Consolidated Facility.

DA But establish a centralized OL Support Center

H. Examine, determine, and assign the relative  
OL responsibilities for the management of maintenance and  
operation of external facilities between HOME and RECD  
and provide additional staffing required to implement such functions.

Supply Division

DDA A. Examine Type II Property Accountability System - Recent  
audits indicate that potential problems exist in the

system we use for property accountability. Our objective in FY-85 will be to thoroughly examine this system with the aim of either redefining the entire procedure, increasing the frequency of training classes, or developing a new, simplified automated system that can be used by all Office of Logistics customers. The Audit Staff will be asked to assist in this endeavor.

NO

P&amp;TS level

- B. Explore the possibilities of setting up an upper mid-level rotational program (GS-13/14) for the Office of Logistics which would include without exception selected personnel from all five divisions and major staffs (excluding P&TS, Security, B&F). These would be for a minimum of one-year and, if possible, for a two-year tour.

NO

- C. Explore the possibility of a significant decentralization of budget control to the division and staff chief level. Determine if each of these major organizational units can be run or considered as a profit center with the respective chiefs having the responsibility as well as the authority for fully managing their budgets based on predetermined standards. Performance can be rewarded or penalized based on predetermined standards, objectives.

NO

- D. Develop some type of forum where division and staff chiefs can meet to discuss areas of common concern such as personnel, budget, etc.

#### Procurement Division

NO

PD level

- A. Establish a formal acquisition planning program in accordance with the Public Law.

OL

- B. Develop and provide guidance relative to the standardization of specifically identified items within the Agency to assure that standardization is undertaken on the basis of an unusual or abnormal Agency-wide condition or situation, as envisioned by the statutory provision authorizing standardization.

ADDED:

Procurement Division

DDA - Improve Vendor Delivery

DDA - Enhance Efforts to Reduce Settlement Backlog (joint with OF)

#### Supply Division

DDA - consolidate Agency Repair &amp; Return

OL - Bar Coding

OL - 

Security Staff

IMSS

DDA - Establish overseas Personal Computer Capabilities

NBPO

DDA - Selection of Standard Office Furniture

HOME

OL - Study on Improved Classified Waste Disposal System

RECD

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DDA -